

APPENDIX N
SAMPLE STUDENT LOAN REPAYMENT
RECOMMENDATION/APPROVAL

Date: _____

From: _____ (recommending official)

SUBJ: Repayment of Student Loan(s) _____ (employee's name)

To: _____ (approving official)

1. The following request is submitted for:

Name: _____ (employee's name)

Position: _____
(title, series, grade, step, position description number, appointment authority)

Facility: _____

Duty Station: _____ (name, city, state)

Duty Status: _____ (Full- or Part-Time: indicate # of hours per pay period)

Proposed annual student loan repayment amount: \$_____

Proposed total student loan repayment: \$_____

Proposed total number of years for payment: _____

Proposed effective date of service commitment: _____

Proposed ending date of service commitment: _____

Organization: _____ (Service, Division, Office)

The employee has selected the following payment action:

_____ A biweekly payment of \$_____.

_____ An initial or renewal lump-sum payment of \$_____ for the first calendar year. Payments made in subsequent calendar years will be biweekly payments of \$_____.

2. The following is submitted as justification for this request:

(Recommending Official's Signature)

(Date)

Concur_____ Do Not Concur_____

Comments:

(Human Resource Manager's Signature)

(Date)

APPROVED____ DISAPPROVED____ OTHER____

(Recommending Official's Signature & Title)

(Date)